

**Space Family Education, Inc.
Board of Director's Open Meeting**

July 15, 2004

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

No report

Operations

Facility:

No report

Special Events:

No report

Other:

Ms. Hirning reminded the Board that we would need to purchase a storage shed soon to house items that are currently kept in the old building. Ms. Hirning and Ms. Gomez got the action to talk with the Center Operation people to let NASA about the plan for the shed and to determine where to put it.

Ms. Hirning reported that the teachers would offer to buy school supplies for the children, and parents would pay for the cost. Parents would be asked to let the teachers know about their participation in the program. Parents would still have the option of getting the supplies themselves, and the teacher would provide the supplies list to those parents.

Ms. Hirning reported that it's almost time to service the safety foam surfaces. The annual service would include pressure wash and a reseal at a cost of about \$3200.

Ms. Hirning reminded parent to return the Parents Survey. Ms. Vandersand asked whether the survey could have been done electronically by going through Mr. Nguyen. Ms. Hirning said that she had thought about it but did not pursue it.

Committees Report

Education Curriculum

No report

Playground

Ms. Schroeder reported that she was not sure why or how NASA had the mower in playground. Its mower took off a chunk of the foam play surface.

Newsletter and Webpage

Ms. Schroeder said that the tuition rate on the webpage is still incorrect. Mr. Nguyen said that he would look into it and ask the webmaster to update it.

There was a comment/suggestion that the monthly meeting minutes need to be on the webpage sooner. Mr. Nguyen said that it was his fault for not having the minutes completed soon after each meeting. He said that he would try to have it done and available for the webpage sooner.

Room-1

No report

Room-2

No report

Room-3

No report

Room-4

No report

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Jennifer Lewis)

No report

Treasurer (Jennifer Mason)

Ms. Mason handed out the financial balance sheet and the profit and lost report. Ms. Mason said that the financial report is still incomplete, and that it would need some more work to be updated through June 15th. Ms. Mason answered that the report does include the salaries for summer camp, and that some items might be categorized incorrectly. Ms. Mason said that she would work on correcting it. Ms. Mason also pointed out that the balance sheet shows a negative number for the bus loans. Ms. Gomez said that it's possible that it's not setup correctly in the books, and that the only the bus loan payment is recorded.

Ms. Mason reminded everyone that the annual budget meeting is scheduled for next Tuesday, June 15th at 11:45am in building 1, room 320. Ms. Gomez said that this year budget would include a \$2 per week tuition increase to cover the 6% raise for the staff.

Secretary (Louis Nguyen)

No report

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

Ms. Gomez reported that she received an estimate for the expansion plan from Ms. Pool. Ms. Hunt said that the information would be sent to the appropriate people to set up a meeting with the Director and Deputy Director of Human Resources.

Ms. Gomez reported that a safety close call happened in room 5 when one of the wall cabinets tipped over. The teachers caught it and held on until NASA facility was able to fix it. Apparently, all the cabinets were 'glued' on. The NASA facility people did securely bolted all of the cabinets to the walls.

SFEI Members Report

Walk-ons

Ms. Thompson-Fowler reported that the Center ISD would soon put out an announcement about Websent, a web browser tool that would automatically popup and warn about restricted websites. The tool shouldn't impact our normal business use, if it does to let Ms. Thompson-Fowler know.

Old Business

A safety close call was submitted by one of the parents on water leak from the roof. Ms. Gomez said that she doesn't know what to do to close it. The report from the NASA facility people is that it's an inherent problem with the roof design, and that they are willing to come out to replace the wet/stained ceiling tiles whenever it leaks. Everyone agreed that is unacceptable. Ms. Thompson-Fowler offered to contact her friend in COD if we need help to get NASA to fix the leak. Ms. Said that she would call NASA facility people, Chester?, to see what could be done.

New Business

None

Attendance:

Louis Nguyen

Shelly Schroeder

Erica Vandersand

Dianna Ritter

Susan Gomez

Candy Hunt

Jennifer Mason

Valeria Thompson-Fowler

The next meeting will be August 19, 2004
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM